



SAFIS Results (SAFIS-R) Website User Guide

Version 2.0

SAFIS-R Website User Guide

The following paragraphs describe the use and functionality of the SAFIS Results (SAFIS-R) Website. Each screen is displayed, and is then followed by a detailed description of the use of each screen and screen options.

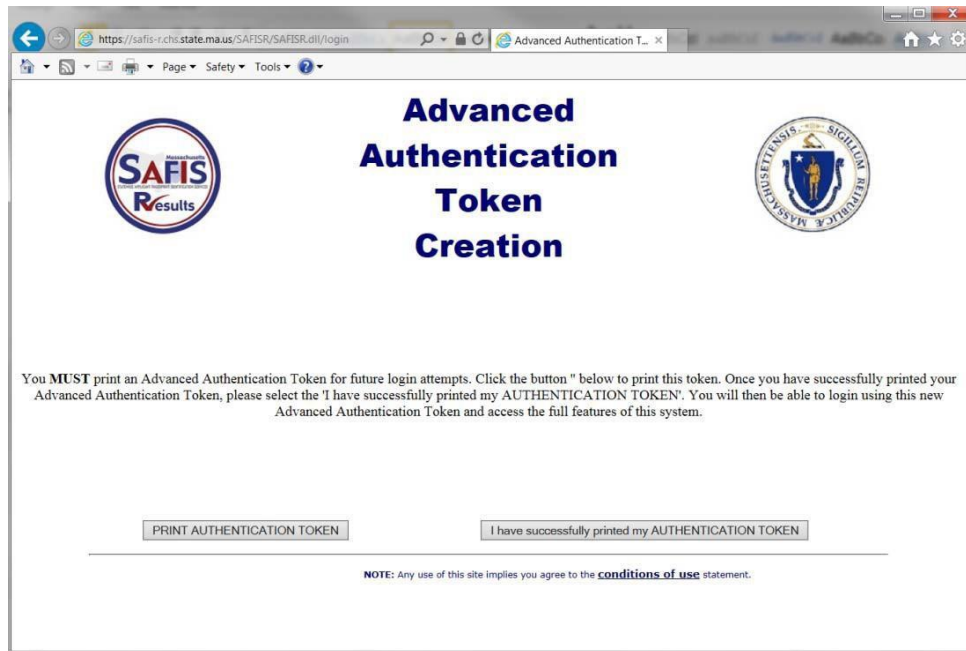
1.0 Login

The user is always presented with a login screen to begin a session. Accounts for each user must be requested from the Massachusetts Department of Criminal Justice Information Services (DCJIS).

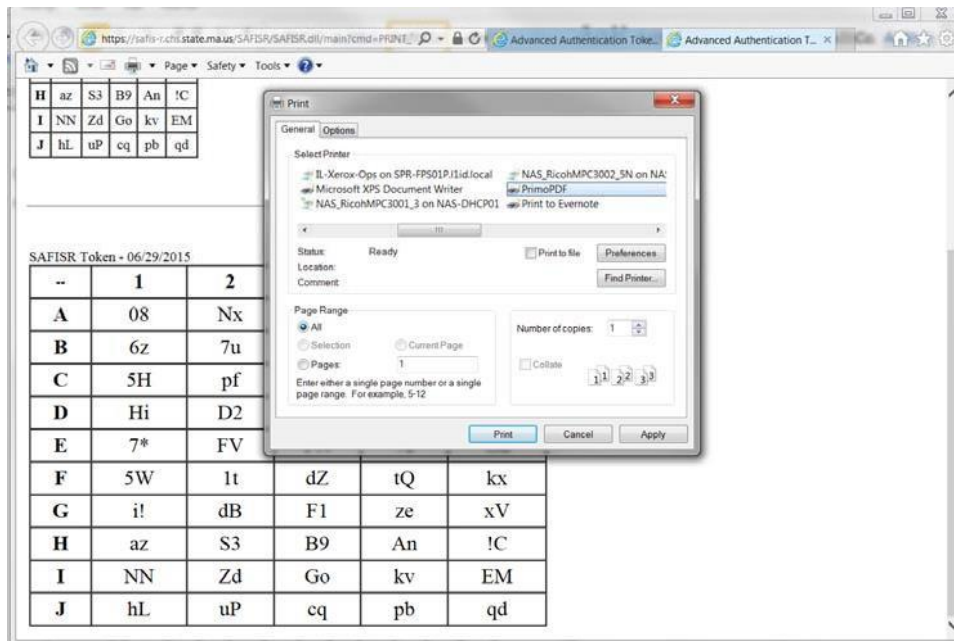
The User Name and Password are both case sensitive. Each user will be restricted to view his/her own agency transactions. Please note for the Department of Elementary and Secondary Education (ESE), each user will have access to transactions for all districts/schools for which he/she is a designated point of contact (POC).

- The first time a user logs in as a new user, or when logging in after having his/her token reset, he/she will leave the third field (Authentication Token) blank and click the **Login** button. The Advanced Authentication Token Creation page will be displayed.

SAFIS-R Website User Guide



- The user must then click the **PRINT AUTHENTICATION TOKEN** button. A screen similar to the following will be displayed. The user can then print the token or save it electronically for future login reference.



- The printed token matrix will look similar to the example below. The data values will be different for each individual user.

SAFIS-R Website User Guide

SAFISR Token - 06/06/2015

--	1	2	3	4	5
A	xP	Fu	fv	RT	sC
B	Rr	3Y	zy	Cm	Cu
C	oS	GN	bs	Pj	u9
D	SN	mN	ki	Zx	L0
E	Ni	5S	xj	78	GE
F	vY	kW	oY	kd	bs
G	2g	SD	3G	0i	HA
H	pq	jX	nd	FC	90
I	80	HT	tS	YS	H6
J	yH	5M	eV	x7	b8

SAFISR Token - 06/06/2015

--	1	2	3	4	5
A	xP	Fu	fv	RT	sC
B	Rr	3Y	zy	Cm	Cu
C	oS	GN	bs	Pj	u9
D	SN	mN	ki	Zx	L0
E	Ni	5S	xj	78	GE
F	vY	kW	oY	kd	bs
G	2g	SD	3G	0i	HA
H	pq	jX	nd	FC	90
I	80	HT	tS	YS	H6
J	yH	5M	eV	x7	b8

- Once the token matrix is printed/saved, the user will be returned to the Advanced Authentication Token Creation page. The user must then click the **I have successfully printed my AUTHENTICATION TOKEN** button to acknowledge that he/she has successfully obtained a new tokenmatrix.
- The next time a user logs in, he/she will need to enter the appropriate value from his/her token matrix into the **Advanced Authentication Token** field at the bottom of

SAFIS-R Website User Guide

the login page.

Example: In the sample screen shot below, the value of "B5" appears to the left of the Advanced Authentication Token field. The user must, therefore, enter the corresponding value from the token matrix in the Advanced Authentication Token field. Using the sample token matrix above, the user would enter "Cu" (the value located in cell B5) in the Authentication Token Field.

- When a website session has been inactive for thirty (30) minutes, the user will be automatically logged off the system as a security measure. The following screen will be displayed, and the user will have to log back into SAFIS-R.

Massachusetts
SAFIS-R results
STATEWIDE APPLICANT FREQUENT IDENTIFICATION SERVICES

Welcome to the Secure SAFIS Results (SAFIS-R) Website! By logging in, you are acknowledging you are an authorized recipient of criminal record check results processed by your organization through the SAFIS-R system.

WARNING: Access to this system is restricted to users authorized by the Massachusetts Department of Criminal Justice Information Services (DCJIS). Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.
Session Time Out Due To Inactivity. Please Log in Again.

User Name

Password

Using your Advanced Authentication Token, fill in the value from square: D 1

D 1:

NOTE: If you do not have a token, leave this field blank

NOTE: Any use of this site implies you agree to the [conditions of use](#) statement.

- If a user loses his/her token matrix sheet, he/she will have to contact the DCJIS SAFIS Unit to have the lost token cleared. Once the token has been cleared by the DCJIS, the user will log back in to SAFIS-R and will be forced to print a new token.

SAFIS-R Website User Guide

2.0 Full Transaction Search

Once successfully logged in, the Full Transaction Search screen will be displayed.

The Full Transaction Search Screen allows the user to search for transactions in SAFIS-R by a variety of data elements. A description of each data item is outlined below:

Name – The applicant name is entered in last, first, and middle initial format (i.e. DOE, JOHN Q). The name is not case sensitive. There is no space after the comma (,) between last and first name. You may search by partial or full names. The search is completed with an automatic wild card search using as much of the name as you provide. If you provide just a few letters, for example "Smi", then all names beginning with the letters "Smi" will be returned (i.e., Smith, Smithers, Smithson, etc.). You must enter at least three (3) letters of the last name of the applicant.

Date of Birth – The date of birth of the applicant must be entered in the mm/dd/yyyy format, where mm is the month, dd is the day, and yyyy is the year.

OBTN – The Offense/Occasion-Based Tracking Number (OBTN) is assigned to the applicant at the time his/her fingerprints are taken and is associated with the individual throughout the various system processes. The OBTN may be referenced when inquiring on the status of the applicant.

TCN – This is the twenty-one (21) digit transaction control number listed on the applicant's fingerprint appointment receipt.

SAFIS-R Website User Guide

Date Range – The date range is used to narrow a search to a specific period of time. Dates must be entered in the mm/dd/yyyy format.

Date Range notes:

- Entering a beginning date only will produce a search of all transactions on or after the date specified.
- When entering both a beginning date and an ending date, the resulting search will show all transactions received by SAFIS-R starting on the beginning date through, and including, the enddate.
- The End Date cannot be the same as the BeginningDate.
- To see a list of all transactions for a given date or range of dates, enter data into the Date Range fields only; do not put data in any of the other fields on the Search screen.

Transaction Status – Transactions are assigned various status values as they are being processed in SAFIS-R. The status values are as follows:

Pending – Submitted to SAFIS-R but no final transaction status has been assigned by the SAFIS-R system or by DCJIS staff.

Rejected – The transaction has been rejected, usually due to a fingerprint quality issue. The applicant will need to be fingerprinted again.

Rejection Pending – The transaction was rejected for a reason other than fingerprint quality. DCJIS staff are reviewing the rejection reason to determine if the error(s) is/are correctable without having the applicant reprinted.

Closed – Transaction was closed by DCJIS staff. No further processing of the transaction will occur.

FBI Name Search – Two fingerprint quality rejections have been received for the applicant and DCJIS staff have sent a request to the FBI for a name-based criminal record search. Once the results of this check are received, the status will be updated to a final transaction disposition. This process generally takes from four (4) to six (6) weeks.

No Record Found – The applicant's criminal record search results have been reviewed and no criminal record information is available.

Record Found – The applicant's criminal record search results have been reviewed and criminal record information is available.

Expired – After six months from the time an applicant is fingerprinted, access to the results in the SAFIS-R system expires for registered SAFIS-R user retrieval.

SAFIS-R Website User Guide

Agency Selection – The user may view the transactions for a specific agency by selecting the agency name from the drop-down box. Each user will be restricted to view his/her own agency transactions. Please note for the Department of Elementary and Secondary Education (ESE), each user will have access to transactions for all districts/schools for which he/she is a designated point of contact (POC).

Sort Results By – The user may select the ordering of the search results. This can be by applicant last name or by the date the transaction was received. By default, transactions will be sorted by Name.

Once the desired search criteria have been entered, click the **Submit Query** button located at the bottom of the screen.

The various data fields are used in combination to filter the search results. These combinations of search values can be used to provide a specific result set to eliminate the need for searching through long result lists. A maximum of 200 records will be returned for a search. If the number of results exceeds this limit, only the first 200 records will be returned to the screen, and a message will be displayed indicating the maximum number of results was exceeded. The user will be prompted to refine the search using additional search criteria.

SAFIS-R Website User Guide

3.0 Search Results

Search results are displayed as shown below with alternating colors for each row to help separate records. The data fields displayed are shown to help the user determine the specific record(s) he/she may wish to see more information about.

Name	DOB	OBTN	Agency	Status	Received
TESTAWA2,AAAAA	02/03/1952	NESE20151MAAA	Elementary and Secondary Education	<u>No Record Found</u>	06/02/2015
TESTAWA2,TESTER	02/02/1952	NESE20151MZZZ	Elementary and Secondary Education	<u>Pending</u>	04/29/2015
TESTAWAB,BBBBBB	02/04/1952	NESE20151MBBB	Elementary and Secondary Education	<u>Pending</u>	06/02/2015
TESTAWAC,CCCCC	02/05/1952	NESE20151MCCC	Elementary and Secondary Education	<u>Pending</u>	06/02/2015

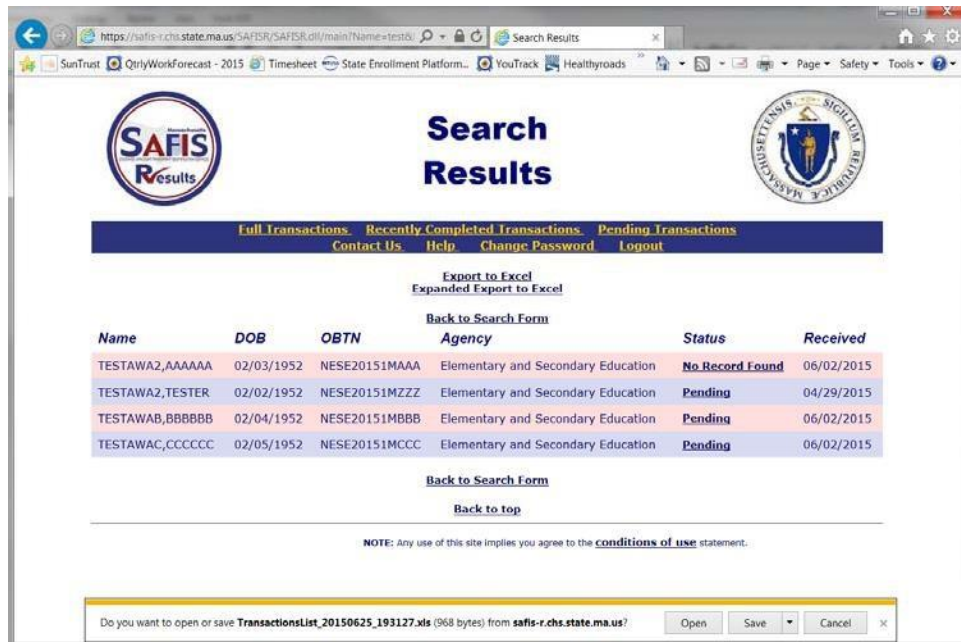
The fields displayed on the Search Results screen are applicant name (Name), date of birth (DOB), Offense/Occasion-Based Tracking Number (OBTN), employing or licensing agency (Agency), transaction status (Status), and transaction receipt date (Received).

The user may navigate back to the top of the search result list by clicking on the Back to Top link at the bottom of the result set. Clicking the Back to Search Form will return the user to the Full Transaction Search screen.

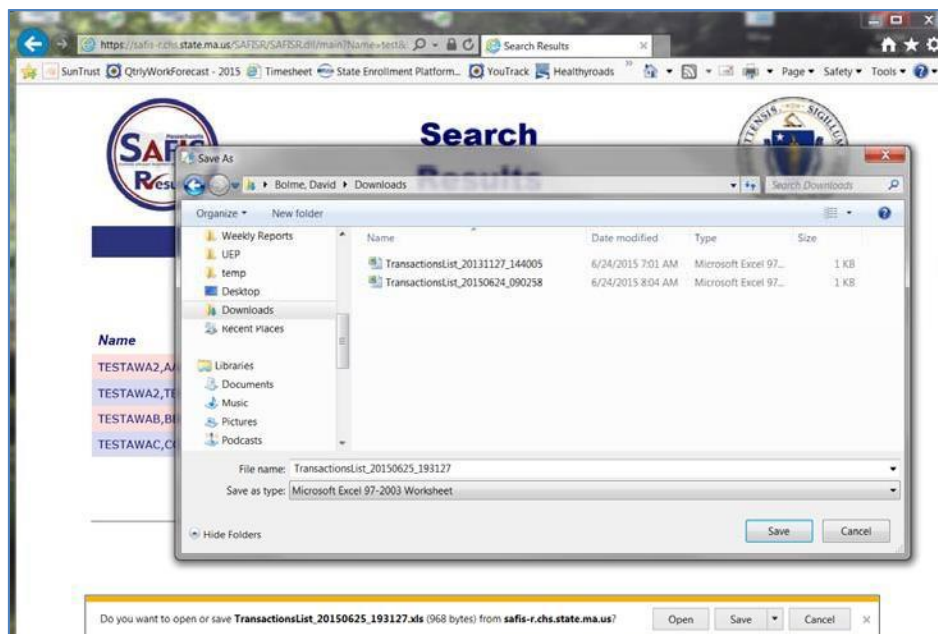
The Status field is a hyperlink (indicated by an underlined value). By clicking on this link, the full record information for the associated transaction will be displayed. (See section 4.0 below).

[Export to Excel](#) and [Expanded Export to Excel](#) links are provided at the top of the Search Results screen. These links allow the user to export the data found in the search results list to an excel spreadsheet, as explained below.

SAFIS-R Website User Guide

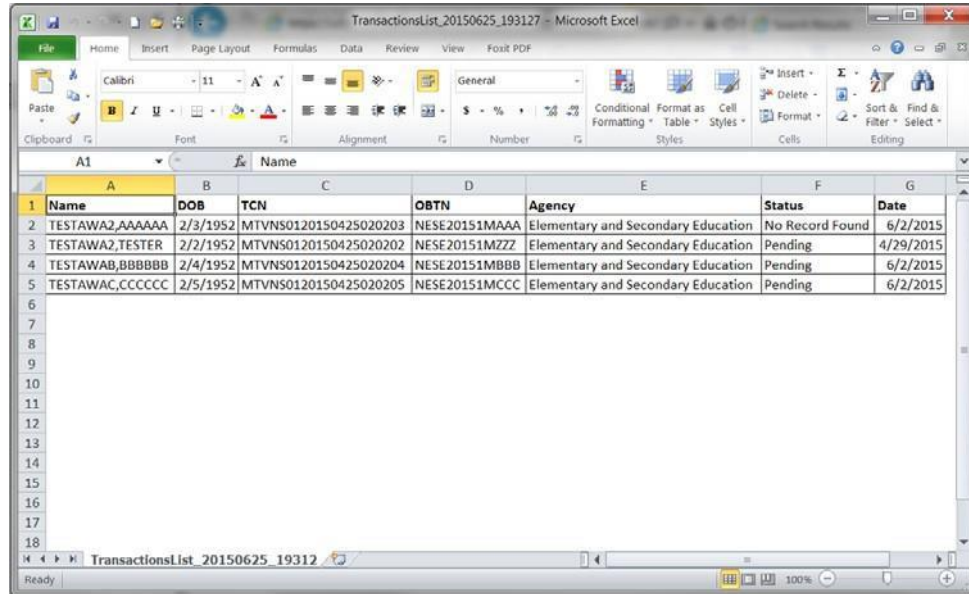


When a user clicks one of the Export links, he/she is prompted to either open the Excel file or to save it. If the user chooses to open the file, Microsoft Excel will automatically start and the file will be displayed. If he/she chooses to save the file, the **Save As** dialogue box will appear (see screen shot below), allowing the user to choose the directory location where he/she wants to save the file.



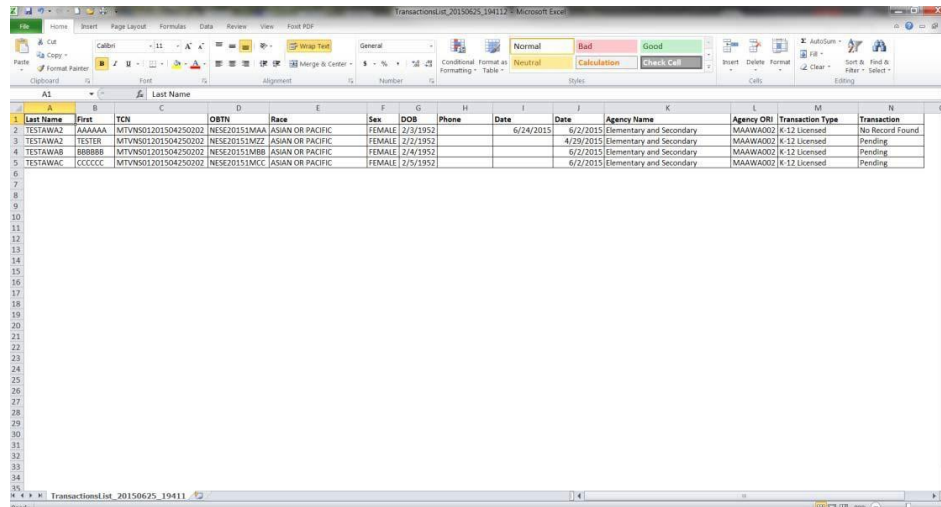
SAFIS-R Website User Guide

An example of the basic Export to Excel file is shown below. Fields exported in the file include Name, DOB, TCN, OBTN, Agency, Status, and Transaction Received Date.



	A	B	C	D	E	F	G
1	Name	DOB	TCN	OBTN	Agency	Status	Date
2	TESTAWA2,AAAAA	2/3/1952	MTVNS0120150425020203	NESE20151MAAA	Elementary and Secondary Education	No Record Found	6/2/2015
3	TESTAWA2,TESTER	2/2/1952	MTVNS0120150425020202	NESE20151MZZZ	Elementary and Secondary Education	Pending	4/29/2015
4	TESTAWAB,BBBBBB	2/4/1952	MTVNS0120150425020204	NESE20151MBBB	Elementary and Secondary Education	Pending	6/2/2015
5	TESTAWAC,CCCCC	2/5/1952	MTVNS0120150425020205	NESE20151MCCC	Elementary and Secondary Education	Pending	6/2/2015

An example of the Expanded Export to Excel is shown below. Fields exported in the file include Last Name, first Name, TCN, OBTN, Race, Sex, DOB, Phone, Date Completed, Date Received, Agency, Agency ORI, Transaction Type, and Transaction Status.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First	TCN	OBTN	Race	Sex	DOB	Phone	Date	Date	Agency Name	Agency ORI	Transaction Type	Transaction
2	TESTAWA2	AAAAA	MTVNS0120150425020203	NESE20151MAAA	ASIAN OR PACIFIC	FEMALE	2/3/1952		6/24/2015	6/2/2015	Elementary and Secondary	MAAWA002	K-12 Licensed	No Record Found
3	TESTAWA2	TESTER	MTVNS0120150425020202	NESE20151MZZZ	ASIAN OR PACIFIC	FEMALE	2/2/1952		4/29/2015	4/29/2015	Elementary and Secondary	MAAWA002	K-12 Licensed	Pending
4	TESTAWAB	BBBBB	MTVNS0120150425020204	NESE20151MBB	ASIAN OR PACIFIC	FEMALE	2/4/1952		6/2/2015	6/2/2015	Elementary and Secondary	MAAWA002	K-12 Licensed	Pending
5	TESTAWAC	CCCCC	MTVNS0120150425020205	NESE20151MCCC	ASIAN OR PACIFIC	FEMALE	2/5/1952		6/2/2015	6/2/2015	Elementary and Secondary	MAAWA002	K-12 Licensed	Pending

SAFIS-R Website User Guide

4.0 Complete Record Detail

The Complete Record Detail screen shown below displays information about the applicant, the fingerprint transaction, the result (status) of the criminal record check, and a link to the fingerprint-based background check results associated with the transaction.

The paragraphs below describe each section of the Complete Record Detail screen and the data items contained in each.

Applicant Information – This section contains the demographic and contact information supplied by the applicant during the registration process. The codes used for various demographic values like Eye Color are the standard FBI abbreviations for these values. These values are shown in Appendix A at the end of this document.

Agency Information – This section contains information about the agency/entity that is associated with the applicant being processed through SAFIS-R. The Organization field will list all organizations/entities that are associated with the transaction. Up to 10

SAFIS-R Website User Guide

organizations/entities can be listed. The OCA (agency case number) is listed for the applicant that is assigned by the primary agency associated with the record.

Transaction Information – This section contains information about the fingerprint transaction. Each field is described in more detail below.

OBTN – The Offense/Occasion-Based Tracking Number (OBTN) is assigned to the applicant at the time his/her fingerprints are taken and is associated with the individual throughout the various system processes. The OBTN may be referenced when inquiring on the status of the applicant.

Transaction Number – This is the twenty-one (21) digit transaction control number listed on the applicant's fingerprint appointment receipt.

Transaction Type – The type of transaction selected during the registration process. This value reflects the unique type of transaction within an agency.

Result – This is the current status of the transaction. These values are described above in section 2.0.

Date Received – The date the transaction was received by the SAFIS-R system following the fingerprinting session.

Date Completed – The date the final disposition status was assigned. This value is blank for those transactions that have not been assigned a final disposition status.

State Rejections – Contains a list of dates that a fingerprint submission to the State AFIS was rejected.

FBI Rejections – Contains a list of dates that a fingerprint submission to the FBI AFIS was rejected.

The bottom section of the Record Detail screen displays one of two possibilities:

No Fingerprint Background Check Results Available - This text will appear if the result is still in a Pending status or access to the SAFIS results in the system has expired.

[View Fingerprint Background Check Results](#) – This hyperlinked text will appear when the results of the fingerprint-based criminal record check are ready to be viewed. Clicking this link will open the results letter showing the results of the State AFIS and FBI AFIS criminal record checks. The letter will appear as a PDF document in the browser window.

Below is an example of an applicant result letter being viewed in the browser window.

SAFIS-R Website User Guide

Complete Record Detail - Internet Explorer
https://safis-r.chs.state.ma.us/SAFISR/SAFISR.dll/main?cmd=APP_DETAIL&PK=5&NoNav=1&S=236



Complete Record Detail

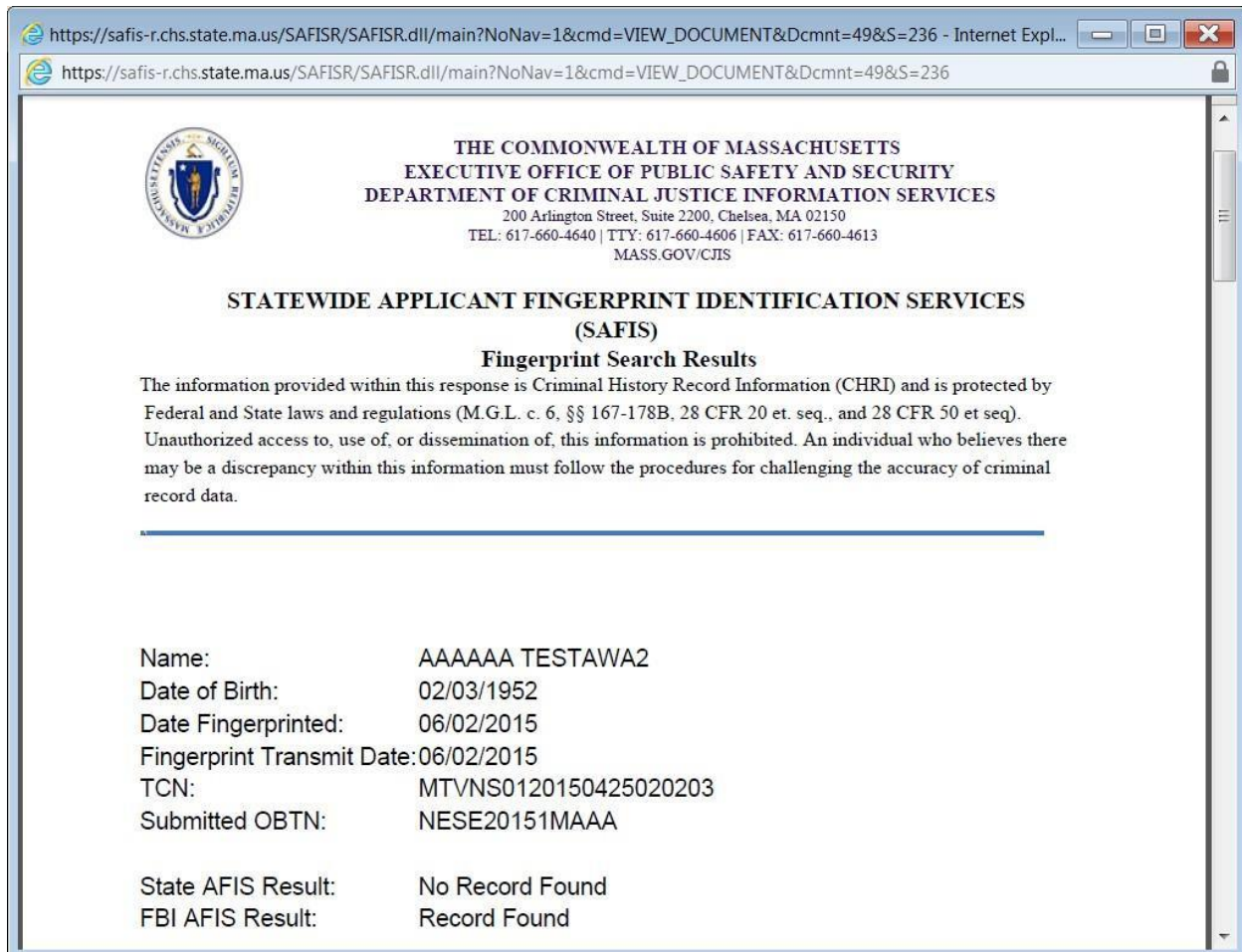


Applicant Information		Agency Information	
Name	TESTAWA2,AAAAAA	Agency	Elementary and Secondary Education
Race	A	Organization(s)	06400505-CONCORD CARLISLE HIGH
Sex	F	OCA	06400505
Date of Birth	02/03/1952	Transaction Information	
Place of Birth	CT	OBTN	NESE20151MAAA
Eye Color	BRO	Transaction Number	MTVNS0120150425020203
Hair Color	BRO	Transaction Type	K-12 Licensed Educator
Height	504	Result	Record Found
Weight	120	Date Received	06/02/2015
Social Security Number		Date Completed	07/30/2015
Address			
Phone Number			
Email	testthis@tester.com		

[View Fingerprint Background Check Results](#)

NOTE: Any use of this site implies you agree to the [conditions of use](#) statement.

SAFIS-R Website User Guide

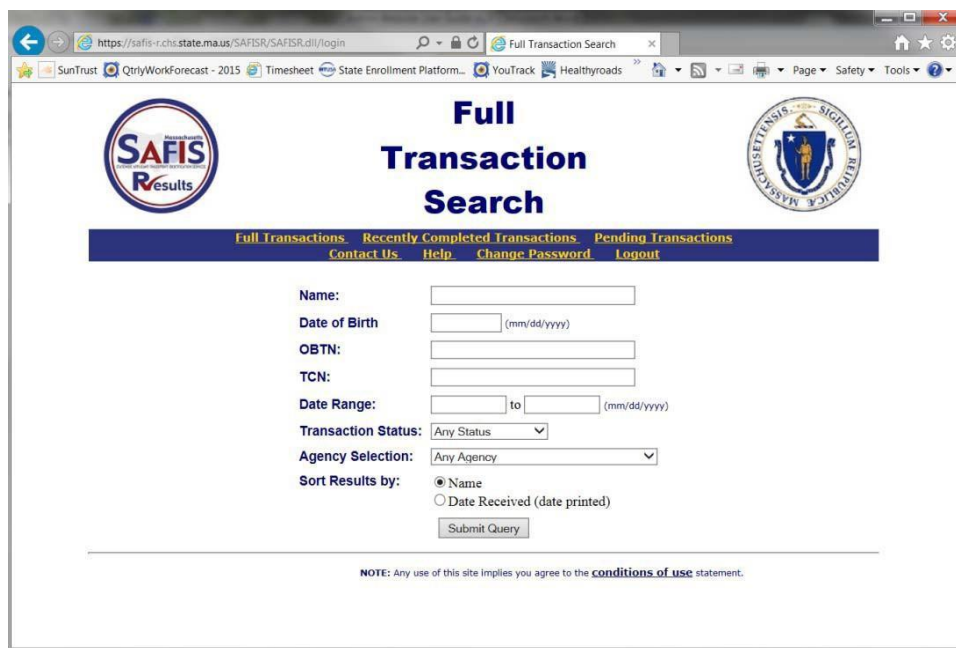


NOTE: Questions regarding the content of the result should be directed to the SAFIS Unit at the DCJIS. The Unit can be reached by telephone at 617.660.4790 or by email at safis@mass.gov.

SAFIS-R Website User Guide

5.0 Title Bar Selections

On each screen, there is a blue title bar displaying several options to help users navigate through the SAFIS-R system or to perform common, helpful functions. These selections are described in more detail below:



The screenshot shows a web browser window with the URL <https://safis-r.chs.state.ma.us/SAFISR/SAFISR.dll/login>. The page features a blue title bar with the following navigation links: [Full Transactions](#), [Recently Completed Transactions](#), [Pending Transactions](#), [Contact Us](#), [Help](#), [Change Password](#), and [Logout](#). The main content area has a header with the SAFIS Results logo on the left, the title "Full Transaction Search" in the center, and the Commonwealth of Massachusetts seal on the right. Below the header, there is a search form with the following fields and options:

- Name:
- Date of Birth: (mm/dd/yyyy)
- OBTN:
- TCN:
- Date Range: to (mm/dd/yyyy)
- Transaction Status:
- Agency Selection:
- Sort Results by: ☒ Name, ☐ Date Received (date printed)
-

At the bottom of the page, there is a note: "NOTE: Any use of this site implies you agree to the [conditions of use](#) statement."

Full Transactions – Sends the user to the Full Transaction Search screen described in section 2.0.

Recently Completed Transactions – Initiates a search of all transactions the user has access to that have been completed in the last three days. The result screen is the same as that for the Full Transaction Search described earlier in this guide.

Pending Transactions - Initiates a search of all transactions the user has access to that are in a Pending status. The result screen is the same as that for the Full Transaction Search screen.

Contact Us – Provides DCJIS contact information.

Help – This links the user directly to a PDF version of this guide.

Change Password – Directs the user to the screen shown below where he/she can change his/her password. The user must enter his/her current password, and then enter the new password twice; once in the New Password field and once in the New Password (confirm) field. The new password must meet the following secure password requirements:

SAFIS-R Website User Guide

- ✓ be at least eight (8) characters in length
- ✓ cannot be more than twenty-five (25) characters in length
- ✓ contains at least one upper and one lower case letter
- ✓ contains at least one number or one special character (e.g., !, \$, %, #)
- ✓ cannot be the users login name



The screenshot shows a web browser window with the URL <https://safis-r.chs.state.ma.us/SAFISR/SAFISR.dll/main?cr>. The page title is "Change Password". The page features the SAFIS Results logo on the left and the Seal of the Commonwealth of Massachusetts on the right. Below the logos is a navigation bar with links: [Full Transactions](#), [Recently Completed Transactions](#), [Pending Transactions](#), [Contact Us](#), [Help](#), [Change Password](#), and [Logout](#). The main content area contains three input fields: "Current Password", "New Password", and "New Password (confirm)". Below these fields is a "Submit" button. At the bottom of the page, there is a note: "NOTE: Any use of this site implies you agree to the [conditions of use](#) statement."

Logout – Logs the user out of the SAFIS-R application and returns the user to the SAFIS-R login screen.

SAFIS-R Website User Guide

Appendix A

<u>Race</u>	<u>Code</u>
Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander	A
A person having origins in any of the black racial groups of Africa	B
American Indian, Eskimo, or Alaskan native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition	I
Of indeterminable race	U
Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race	W

<u>Sex</u>	<u>Code</u>
Subject's gender reported as female	F
Subject's gender reported as male	M
Unknown gender	X

<u>Eye Color</u>	<u>Code</u>
Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

SAFIS-R Website User Guide

<u>Hair Color</u>	<u>Code</u>
Bald	BAL
Black	BLK
Blond or Strawberry	BLN
Brown	BRO
Gray or Partially Gray	GRY
Red or Auburn	RED
Sandy	SDY
White	WHI
Unknown	XXX